

Office of Selectmen

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STATEMENT OF POLICY No. 8

SECURITY ALARM SYSTEM

The purpose for having a security alarm system in the Town Hall, Recreation Department, and Police Department is to improve upon the safety and protection of town employees and visitors. The security alarm system is effective only where a policy is in place that each employee knows, understands and uses. A sound policy –accepted and used – improves the safety environment for everyone.

In each department, there are alarm devices located in proper locations. The location of these alarm devices is a product of department procedures and operations. The alarm devices are where the people who work in the areas can readily access them. Employees should use these alarm devices in any situation where police intervention is desirable. When in doubt, set off the alarm – **YOUR SAFETY IS WHAT'S IMPORTANT.**

When someone sets off an alarm, a signal goes first to the alarm monitoring company. The alarm monitoring company then notifies the New Hampshire State Police, who provide around-the-clock dispatch to the Moultonborough Police Department. The State Police dispatcher notifies the Moultonborough Police Officer that is on duty. Notified by an alarm sounding at one of the protected facilities, it is a Moultonborough Police Officer who will first respond. Once an alarm sounds, there will be an immediate response. The response will only end when a Town employee gives the “all clear.” To do this, an employee must provide the proper “pass code” to the responding officer.

A “pass code” is like a password. The pass code is a word – know by Town employees but kept secret – that tells the officer who receives the code that the employee giving it is not under duress. That is to say, the employee is not being forced to tell the officer that everything is okay when it is not. The pass code, once established, is in effect until changed, according to this policy. When any employee who possesses the pass code ends his working relationship with the Town, the pass code will change. The new pass code will disseminate to all employees who need the pass code.

Here is what will happen when an employee sounds an alarm.

Whenever an employee triggers an alarm, a police officer will receive a dispatch to go to the affected building. The officer will not initially enter the building. The officer will assess the situation before entering the building. Only in circumstances demanding an immediate response **and** where the officer's judgment dictates, will the officer enter the building. Under no circumstances will the officer enter the building until another officer is present on scene to serve as a back-up presence.

The officer will wait outside the affected building until contact occurs with the department where the alarm sounded. A representative or designee from that department must walk out the front door and signal to the responding officer that no emergency exists. The pass code will verify that no emergency exists.

The Moultonborough Police Officer will direct that the alarm be reset before departing the scene. The Officer, will in effect, "sound the all clear."

If an employee does not come outdoors, the police officer will assume that an emergency does exist, assess the individual situation, and react appropriately.

If an employee has questions, now or in the future, they should pose the questions to the Town Administrator. If possible, the Town Administrator will answer the question or resolve the problem immediately. If the question or problem requires a policy decision, the Town Administrator will seek guidance from the Board of Selectmen.

This policy shall be effective immediately upon adoption and shall remain in effect until superseded or replaced. It is due to be review one year from the date of adoption.

Date of Adoption:
August 13, 1998

Douglas W. Murphy, Sr., Chairman
Russell C. Wakefield
Ernest E. Davis, Jr.

This Policy received review, revision and update on September 21, 2006.

Karel A. Crawford, Chairman
Edward J. Charest
Ernest E. Davis, Jr.
James F. Gray
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BOARD OF SELECTMEN